



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

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Date: May 18, 2017

To: State Board of Fire Services

From: Jim Eastman, Fire Service Training Specialist III, State Fire Training

SUBJECT/AGENDA ACTION ITEM:

Future SFT Instructor Requirements

Recommended Actions:

Informational only

Background Information:

The usage of the terminology of Registered Instructor and Certified Instructor has been utilized since the 1980s with California Fire Service Training. This often has been a confusing and long lasting task with managing these terms when communication occurs between State Fire Training (SFT) and the Instructors in the field. This confusion has been addressed in many ways within the SFT Policies and Procedures Manual. To help define and differentiate further, we have adopted and incorporated many additional terms such as primary instructor, adjunct instructor, assistant instructor, senior instructor, instructor-instructor (master instructor), teaching demonstration evaluators, manipulative skills evaluators, guest lecturer, instructor cadre, Fire Fighter instructor, FSTEP instructor, CFSTES instructor and Registered Instructor.

Analysis/Summary of Issue:

During the 1980s through 2008, SFT delivered instructor training with Fire Instructor 1A and Fire Instructor 1B. These classes were 40 hours in length and typically required two (2) teaching demonstrations in each course that lasted 15 minutes each. This would total 30 minutes for each course of teaching and then, the student would receive feedback regarding their teaching demonstration. This would accumulate to one (1) hour of total teaching experience and feedback. In addition, this would be part of the educational requirements for becoming certified as a Fire Instructor I. If one did not want to become certified, they could just become registered in order to teach SFT courses. Registered Instructors also completed Ethical Leadership in the Classroom, Regional Instructor Orientation (RIO) and an application.

Later, these courses were replaced with Training Instructor 1A and Training Instructor 1B (2009 through 2014). Again, like the previous classes two teaching demonstrations were required for each class. The numbers stayed the same. The students would complete two (2) fifteen minute teaching demonstrations in each course. This would total 30 minutes for each course of teaching and then, the student would receive feedback regarding their teaching demonstration. This would accumulate to one (1) hour of total teaching experience and feedback. Training Instructor 1A and 1B was modified to conform to the 2007 edition of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. Training Instructor 1A and 1B would cover the skill of adapting lesson plans and administering evaluations. With the curriculum update, a third course quickly followed, Training Instructor 1C was added to the curriculum. Training Instructor 1C would cover terminal learning objectives, enabling learning objectives, developing lesson plans and developing testing instruments. With the three classes, a student may have completed one and a half (1 ½) hours of instructional delivery with which they would obtain feedback.

After analyzing other state training organizations and industry standards, it was identified that SFT was covering NFPA 1041 in a very saturated manner. SFT has slowly increased the number of courses and materials up to 120 hours of instructional content. It was also noted that State Fire Training was taking a very conservative approach with instructor and curriculum qualification standards. Attempting to change this, SFT and STEAC approved a Training Instructor I task book to be added to start reinforcing and documenting key aspects of instructor skills by completing job performance requirements (JPRs), which correlate directly to NFPA 1041. This industry standard was already established by many other state fire-training organizations.

The previous information describes the educational requirements for both registered instructors and certified instructors. Most instructors are not interested in certification. Most instructors are more concerned with becoming a registered instructor. As a registered instructor, one would become qualified to deliver either California Fire Service Training Education System (CFSTES) and/or Fire Service Training Education Program (FSTEP) courses for SFT.

Registered instructors would complete an application and submit a letter from the chief to verify subject matter expertise. Registered instructors would then be qualified to deliver SFT courses. Unfortunately, registered instructors presumed that they were certified because they went through this process. At the same time, certified instructors thought they were registered with the SFT and could deliver training for SFT.

Recommendation:

A certified Instructor I would be certified to teach Fire Fighter I and II. A Certified Instructor II would be certified to teach both CFSTES and FSTEP curriculum. All Fire Academy instructors currently teaching Fire Fighter I and II will continue as historically recognized instructors. Any new instructors must meet the certification requirements as stated in the implementation. It has been stated in the past and continues, that there are NO changes for current existing Registered Instructors in good standing. This is the process for NEW instructors qualifying to teach CFSTES and FSTEP curriculums.

STEAC was initially presented with this information on October 2015 and January 2016. A motion was approved on April 15, 2016; it is being brought back with a detailed implementation plan for further review and discussion. It is recommended that a new date for full implementation be established for December 31, 2018. This was previously presented with an implementation date of December 31, 2017.



California State Fire Training

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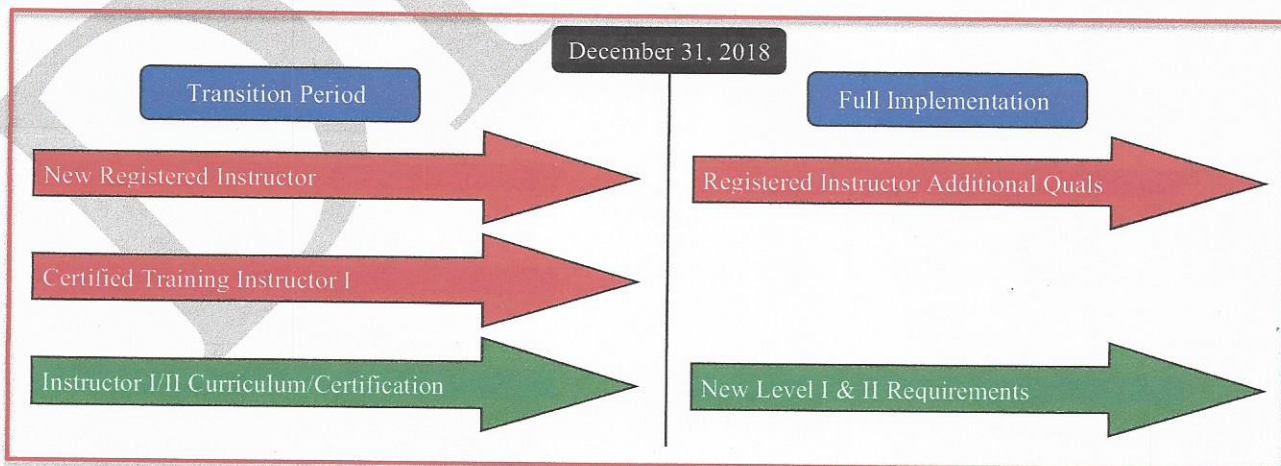
SFT Instructor Requirements Implementation Plan

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the realignment between Instructor Certification and Instructor Registration. Historically, there has been a long-standing difference between Registered Instructors and Certified Instructors. Registered Instructors are individuals that have received instructor training and desired to teach State Fire Training curriculum. Generally, registered instructors were not interested with completing a couple additional requirements and becoming certified instructors. Certified Instructors did complete those few additional requirements, and obtained a professional level of certification. Through time, most instructors became registered and never considered the certification aspect. Interesting to note, that there are many certified instructors that have never desired to become registered for whatever personal reasons. A few certified instructors are starting to appear in the system and are now seeking to become qualified to start teaching.

Registered instructor and certified instructor terminology has been used since the 1980(s). This terminology has added confusion to the users in the field as well as State Fire Training (SFT) staff members trying to explain the difference. Some instructors thought that they were certified because they completed an application process and thinking that they were certified to teach a topic. What really happened? Instructors only completed an application process to qualify to teach, not become certified. Registered instructors were approved to deliver California Fire Service Training Education System (CFSTES) and/or Fire Service Training Education Program (FSTEP) courses for SFT. This has been discussed in the past and STEAC has approved the process of becoming certified as an instructor and then qualify to teach curriculum.

SFT staff is seeking to maintain STEACs' approval with modification for full implementation to be extended to December 31, 2018.

As stated before, if you are a current registered instructor with SFT, there are no changes



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REGISTERED INSTRUCTOR

Instructor Registration Process Retires - December 31, 2018

Registered instructors are currently approved to teach Fire Service Training Education Program (FSTEP) courses and California Fire Service Training Education System (CFSTES) courses based on approval of the applicant's subject matter expertise and qualifications.

In order to become a registered instructor prior to December 31, 2018, the applicant must complete and submit the following:

- Instructor Registration application form
- Letter of Experience verifying subject matter expertise from a Recognized California Fire Agency which is signed by the Fire Chief or authorized designee
- A current resume
- Regional Instructor Orientation (RIO) Course completion certificate (within last 2 years)
- Ethical Leadership in the Classroom Course completion certificate
- Instructional Methodology (one of the following options):
 - Completion of Fire Instructor 1A & 1B and Training Instructor 1C OR
 - Completion of Training Instructor 1A and 1B and IC OR
 - Instructor I and II OR
 - Completion of UCLA 60 Hour Clock Course (Techniques of Teaching) OR
 - Valid Community College Teaching Credential OR
 - National Fire Academy - Fire Service Instructor Methodology OR
 - Completion of approved - upper division four (4) semester units

Current Registered Instructors

If you are a current Registered Instructor in good standing with State Fire Training, there is **NO CHANGE** regarding your instructor registration status. Current Registered Instructors continue as Registered Instructors provided they remain in good standing.

Registered Instructors (in good standing) can add additional "qualifications" for teaching additional courses by completing the instructor application, submitting a letter of experience with agency approved signature verifying their subject matter expertise, and completion of course specific task book, if applicable.

Current FFI & FFII Instructors

Prior to December 31, 2017, if you are already teaching as part of a Fire Fighter I (FFI) and/or Fire Fighter II (FFII) academy, you will be able to continue instructing without meeting any new requirements.

CERTIFIED INSTRUCTOR

Current Instructor Certification

Certified Instructors currently are certified after demonstrating proficiency in instructional development, course delivery techniques, and student evaluation; however, it does not authorize them teach SFT curriculum. This is an established level of certification within the instructional methodology.

Training Instructor I Certification utilizing Training Instructor 1A/1B/1C:

Training Instructor 1A, Training Instructor 1B and Training Instructor 1C Courses retired on December 31, 2016. Fire personnel desiring to complete their certification as Training Instructor I, will have until December 31, 2017 to complete their task book, submit documentation of their teaching experience, application and fees in order to become certified before December 31, 2017.

With the impact of some instructors completing Level I instructor certification with Training Instructor 1A/1B/1C, SFT will be extending the date of Registered Instructors to December 31, 2018 which will allow Training Instructor I candidates to become registered instructors meeting current standards as identified above.

Instructor I Certification utilizing the new Instructor I Course:

A new method for certification as Instructor I include successful completion of the Instructor I Course, completion of a task book application, task book, documented teaching experience, an application and fees.

2018 NEW REQUIREMENTS TO TEACH STATE FIRE TRAINING COURSES

LEVEL 1 – CERTIFIED INSTRUCTOR I

Effective January 1, 2018, the qualifications for a level 1 certified instructor will be changed to include the following additional requirement:

- Ethical Leadership in the classroom

Career Certification Only

An applicant seeking to become a certified Instructor I will need to include the following in their application package: successful completion of the Instructor I Course, Ethical Leadership in the Classroom, completion of a task book, documented teaching experience, an application and fees.

Teaching FF Curriculum

For those who are a level 1 - Certified Instructor I (or Fire Instructor I or Training Instructor I) and would like to teach the Fire Fighter I & II curriculum, must submit the following:

- Teaching Request Application form
- Letter of Experience verifying subject matter expertise from a Recognized California Fire Agency which is signed by the Fire Chief or authorized designee
- A current resume
- Ethical Leadership in the Classroom Course completion certificate
- Held the rank of fire fighter performing suppression duties within a Recognized Fire Agency in California for a minimum of three years

LEVEL 2 – CERTIFIED INSTRUCTOR II

Career Certification Only

Utilizing the Instructor II Curriculum:

For applicants applying to become level 2 certified using the new Instructor II curriculum, the following will need to be submitted: Instructor I certification, successful completion of Instructor II: Instructional

Development, Ethical Leadership in the Classroom, Regional Instructor Orientation, completion of a task book, documented teaching experience, an application and fees.

Retired Fire Instructor 2A/2B/2C curriculum:

Applicants will not be able to become certified as level 2 certified instructors using the retired Fire Instructor 2A/2B/2C curriculum, there is no equivalency established and applicants will be required to either take the new Instructor II or apply for a Pace II review of their instructor qualifications.

New Instructors - Teaching CFSTES and FSTEP Curriculum

For those who have been certified as a level II instructor (Fire Instructor II or Instructor II) who would like to teach the FSTEP and CFSTES Courses must submit the following:

- Teaching Request Application form
- Letter of Experience verifying subject matter expertise from your fire agency signed by the Fire Chief or authorized designee
- A current resume
- Ethical Leadership in the Classroom Course completion certificate
- Regional Instructor Orientation Course completion certificate
- Copies of the course completion certificates for the courses you want to teach